



CITY OF REDMOND
ADDENDUM TO SUBMITTAL
REQUIREMENTS

January 8, 2003

***** Important *****

Please be aware that as of February 1st, 2003, all Land Use applications will be taken during appointments only. Appointments can be made in person or by calling the on-call planner at 425-556-2494. Available time slots are as follows:

Monday: 8:30-10, 10-11:30, 1-2:30 and 2:30 to 4

Tuesday: 8:30-10 and 10 to 11:30

Please note that there are several changes being made to the City of Redmond Submittal Requirement checklists. The following items are not included in the forms, however these items are required for completeness effective immediately:

1. Three (3) sets of self-adhesive mailing labels containing the names and addresses of all property owners within **500** feet of the subject site, keyed to a copy of the assessor map identifying all properties receiving notification. **If necessary, the radius of 500 feet shall be expanded to include at least 20 different property owners.**
2. Nine (9) copies of a City of Redmond SEPA Checklist and one (1) copy of a SEPA Application Form are required with a complete response provided to all questions. **You must provide a completed SEPA application form** even if the project is exempt from SEPA.
3. One copy of an 8-1/2" x 11" vicinity map suitable for public notice purposes.
4. One copy of an 8-1/2" x 11" site layout plan suitable for public notice purposes.
5. Permit tracking data entry form.
6. Pre-Application Information including:
 - Dates of most recent Pre-Application meetings for both Design Review Board and Technical Committee (fee credits cannot be determined without this information)
 - Pre-Application meeting file numbers (only if pre-application meeting was held on or after October 28, 2002)
7. All plans must be folded and grouped in sets (each set to include one of each type of plan). Architectural fold is preferred.

If you have any questions concerning these items or any other submittal requirements, please contact the Planner of the Day at the Permit Center in City Hall, or you may call a Planner at 425-556-2494.



CITY OF REDMOND
APPLICATION REQUIREMENTS FOR:
BOUNDARY LINE ADJUSTMENT

Project _____

Date _____

Please note that the submittal requirements noted below may change periodically. To assure that you have the most current requirements, please contact the City of Redmond Permit Center at 425-556-2473. These submittal requirements are dated **January 1, 2003**.

Applications delivered by courier or by mail **will not be accepted**.

I. APPLICABILITY\BACKGROUND

An application for a Lot Line Revision is required for the removal of lot line(s), or for any lot line modifications that do not result in additional building lots. Modifications to a recorded final plat may require a plat alternation. Please consult with the Planning Department.

II. PROFESSIONAL PREPARATION

All Lot Line Revision applications shall be prepared by the appropriate professional(s) licensed in the State of Washington. A license stamp or registration number, whichever is applicable, shall be provided on the face of site plan review application materials.

The applicant shall check each item below to confirm the item is included in the application. A Lot Line Revision application packet shall include the following:

III. GENERAL

- ____A. Completed General Application Form.
- ____B. Application Fees.
- ____C. Vicinity map with labeled streets and north arrow.
- ____D. Two copies of a Plat Certificate or Title Report (dated within 90 days of the application submittal date) for all parcels involved.

- ____E. Computation sheets that provide the square footage of all streets, lots, tracts and total area contained within the subject parcels. Note: The area of streets, lots and tracts must equal the total area.
- ____F. Surveyor's name, address and telephone number.
- ____G. Letter from applicant or his/her applicant explaining the reason for requesting the proposed lot line adjustment.
- ____H. Copy of any existing or proposed covenants or restrictions.
- ____I. Existing and proposed utilities and utility easements.

IV. **FORMAT**

Ten (10) 18" X 24" paper copies of the lot line revision mylar showing all of the information required as noted below. **The mylar shall not be required until it is ready for final recording.** The mylar shall be 4 mil, photomylar acceptable, but no stick ons.

The mylar shall include:

- ____A. A title block in the lower right corner with the following items in the order listed:
 - 1. Name of the LLR (usually the property owner's last name)
 - 2. Provision for the City's file number (i.e. LLR____ - ____)
 - 3. Section____, Township____, Range____
 - 4. Tax lot number(s)
 - 5. "Redmond, King County, Washington"
 - 6. Scale with bar graph. Plans must be prepared at an engineering scale to best achieve the depiction of the parcel.
- ____B. Notation of north point with:
 - 1. North arrow
 - 2. Basis of bearing (recorded survey)
 - 3. Washington North Lambert Grid
- ____C. Indication of perimeter boundary, lot and right-of-way lines with a notation of bearings (or azimuth from the north), distances, and curve data. The curve data must include:

1. Radius, central angle, arc length, and tangents
2. Radial bearings for all:
 - points of compound curves
 - reverse curves
 - beginning and/or ending of all non-tangent curves

____D. Define the purpose and delineate all:

1. Existing and/or proposed easements to be dedicated or reserved for public use.
2. Existing and/or proposed areas and facilities for the common use of residents or property owners.

____E. Location of all monuments, both found and set.

____F. Legal description of the subject property prior to the lot line adjustment and after the lot lines have been adjusted.

____G. Description of easement provisions. Existing easement needed to be vacated must be noted.

____H. Location of existing structures, including distance to property lines, unless waived by the Technical Committee before submittal.

____I. Location and approximate size of any water courses, boundaries of area subject to inundation of storm water overflows and marshes.

____J. Certification of the land surveyor that the platting regulations have been complied with, that a proper survey was made, together with provisions for his signature and seal, according to RCW 58.09.080.

____K. Certification of approval by:

1. The King County assessor and Deputy assessor as indicated by his signature
2. The Redmond City Engineer as indicated by his seal and signature
3. Director of Planning and Community Development signature
4. Director of Public Works signature

____L. Notarized signature of all vested owners

____M. Recording certificate with provision for the time and date of recording

The above noted items must be submitted to the City of Redmond Permit Center in its entirety prior to any application considered to be complete.

Additional information may be required by the Technical Committee. The applicant will be notified if additional information is necessary.

Please Note: In order to help work out potential problems, if any, before formal submittal, the City of Redmond encourages applicants to attend a pre-application conference with the Technical Committee. Application submittal requirements for pre-application meetings are available at the Permit Center. Conferences are scheduled in person at the Permit Center and are only scheduled when all pre-application meeting submittal requirements have been submitted.

For additional information, please contact the Permit Center at 425-556-2473.

Applicant or Representative

Date